



THE BANKRUPTCY ADVISOR



Volume 6, Issue 4

A Periodic Publication of the U.S. Bankruptcy Court for the Northern District of Florida

August 27, 2008

IN THIS ISSUE...

New & Modified Forms	2
Q&A Session with Clerk's Office	2
Financial Management Reminders	2
ECF Essentials	3
Website Updates	3
Change of Mailing Address	3
The Clerk's Corner	4
What is ECF Central?	5
Bar Association News	6
In the Spotlight	6
Introduction to Version 3.2	7
3.2 Introduction (cont'd)	8
Interim Rules Become Final	9
Demonstration Dates for CM/ECF Version 3.2	9
New Fillable National Forms	9
Did you know?	9
Internet Explorer (IE) 7	10
Fourth Amended Standing Order #9 re: Chapter 13 Attorney Fees	10
Tips & Tricks: Amended Schedules	10
The Clerk's Corner (cont'd)	10
FLNB Resources	11
Case Filing Statistics	11

CM/ECF VERSION 3.2 IS HERE!

We will go "live" on CM/ECF Version 3.2 on August 30th. ***Please take note that our electronic filing system will be down 7 a.m. Saturday, August 30, 2008 through 7 a.m. Monday, September 1, 2008* for the installation of the upgrade.***

We're positive you'll like many of the changes included in this upgrade, such as...

- "Hover" or drop-down menus
- A new "Help" button which provides more Help information
- A "Show Associated Cases" hyperlink on the face of the docket for a quick review of related consolidated cases or adversary proceedings
- PDF Headers, which include the case number, docket number, date of filing and page number on every document
- The ability to view multiple documents at once when there are multiple PDF's in one docket entry (e.g., the main document and attachments)
- A keyword event search built into CM/ECF to assist in locating the filing event needed

Please visit our training database for a peek at Version 3.2 or see the screenshots included on pages 7 and 8 in this issue of *The Bankruptcy Advisor*.

**Depending on time required for installation, system may be available sooner.*

◆ STANDING ORDER #16 AMENDED ◆ ELECTRONIC TRANSCRIPT POLICY FOR FEDERAL COURTROOM PROCEEDINGS

Standing Order #16 regarding the Electronic Transcript Policy for Federal Courtroom Proceedings has been amended to provide guidance and deadlines regarding transcripts filed electronically in the CM/ECF system.

Please visit our website at www.flnb.uscourts.gov to review this order.

NEW and MODIFIED OFFICIAL FORMS EFFECTIVE DECEMBER 1, 2008

Four new official bankruptcy forms approved by the Judicial Conference in September 2007 will be put into use on December 1, 2008:

- B25A - Plan of Reorganization in Small Business Case under Chapter 11
- B25B - Disclosure Statement in Small Business Case under Chapter 11
- B25C - Small Business Operating Report
- B26 - Periodic Report Regarding Value, Operations and Profitability of Entities in Which the Debtor's Estate Holds a Substantial or Controlling Interest

Additionally, pending final approval before the meeting of the Judicial Conference next month, are the following four amended forms:

- B1 - Exhibit D, Individual Debtor's Statement of Compliance with Credit Counseling Requirement
- B8 - Chapter 7 Individual Debtor's Statement of Intention
- B10 - Proof of Claim
- B23 - Debtor's Certification of Completion of Postpetition Instructional Course Concerning Financial Management

Please check the U.S. Court's forms page for specific information about proposed changes (<http://www.uscourts.gov/bankform/index.html>). If approved by the Judicial Conference, these changes will take effect on December 1, 2008.

GOT QUESTIONS?

We've got answers!

WHEN: 5:00 - 6:00 p.m.
Thursday, September 18th
WHERE: The Dolphin Room
Hilton Hotel, Sandestin

In conjunction with the
NDFL Bankruptcy Bar Association
Annual Seminar, staff from the
Clerk's Office will hold an informal
Question & Answer session

We hope to see you there!

FINANCIAL MANAGEMENT COURSE REMINDER #2

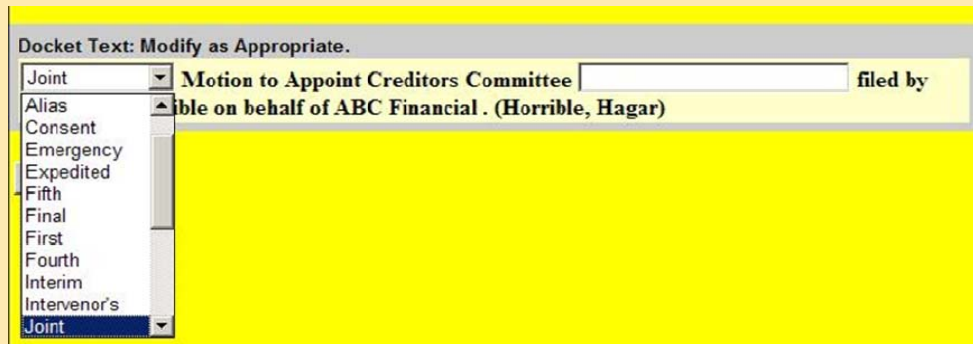
In an effort to reduce the number of re-openings of chapter 7 cases, the Clerk's office has recently begun sending a second and "final" reminder notice regarding the Statement of Completion of Course in Personal Financial Management at the deadline date for objection to discharge. This notice sets a 14 day compliance deadline in which to file the statement/certificate of completion or the case will be closed without a discharge.



ECF Essentials

JOINT FILING WITH ANOTHER ATTORNEY?

The "Joint filing with another attorney(s)" checkbox screen has been removed from the electronic filing process. Should you need to indicate that your pleading is filed jointly with another attorney, please use the drop-down box on the docket text modification screen to select "Joint."



WEBSITE UPDATE

In response to your feedback, we have made some slight modifications to our website in order to provide more information and to make some items easier to locate.

MEANS TEST INFO

The links to U.S. Trustee websites for means test information have been relocated to multiple places on our website to make it easier to find.

- 1 - On the bottom of the home page under *Court and Local News*
- 2 - On the "For Our Attys." page
- 3 - On the "Trustee Info" page

Additionally, **U.S. TRUSTEE'S OFFICE CONTACT INFORMATION**, including phone numbers and email, have been added to the "Trustee Info" page.



Effective April 17, 2008,
all mail to the Bankruptcy Court should be addressed to the
Tallahassee office at the address below:

110 E. Park Ave., Ste. 100
Tallahassee, FL 32301

THE CLERK'S CORNER

By: Bill Blevins, Clerk of Court



Thanks for the Visits!

As has become my practice, I make a point of going around to all the divisions at least once a year to visit and talk with some of our attorney customers in their offices to relay Clerk's office news, get a feel for what future filing estimates look like, and obtain feedback on how we are doing as well as suggestions on how we can improve. From these summer meetings, several pages of notes and comments were generated that ultimately resulted in a nice list of FYI, feedback, and recommendations.

In the FYI category, most felt that filings will remain high for the next year or two, with mortgage and building related issues being large contributors in most of the divisions.

In the general feedback area, positive communication was once again relayed on the overall service and support provided by the Clerk's office and an appreciation for the high level of communication through e-mails and the newsletter. The new calendar and automatic reminder features that are coming with our updated, browser based toolbar, ECF Central, were well received with interest in using it once it is available this fall. Our updated website received some mixed reviews and we will be seeking more directed feedback from our users to see what we can do.

Finally, in the recommendation category, almost two pages of suggestions and follow-up items were created. Most have already been resolved or are in the process of being implemented thanks to the Court's talented and service-minded staff. A sampling of some of these items is below:

- **Financial management certification and cases being closed without a discharge**

As filings have increased, the incidence of firms not having docketed the financial management class at the end of the case, requiring the Court to close it without a discharge, has also risen. Several requests were made during my visits for an additional notice to provide one more reminder before that happens and in working with the Judge, we were able to put that new notice into place. Currently, case managers are manually checking case deadlines and dockets to see whether this final reminder notice is needed and sending it out, but we hope to have the process automated in the next few weeks.

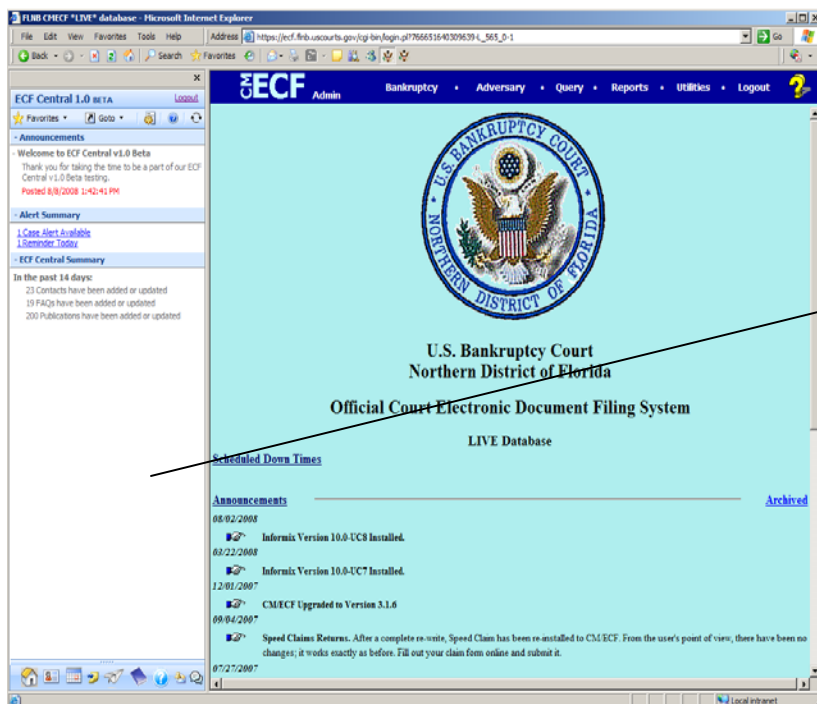
- **Informal question and answer session at bar seminar**

The Clerk's Office official session at the bar seminar in San Destin begins at 8:45 a.m. on Friday, September 19. Interest was expressed during my visits about our staff being available in an informal setting for questions and answers without having to worry about sticking to agenda times. Once I got the internal OK from potential panel members, I raised the possibility with Jason Egan, President of the Bankruptcy Bar Association, who also agreed to the request. Therefore, Kevin Davis, Melissa McClure, and I will be available in the Dolphin room on Thursday, September 18 from 5:00 to 6:00 p.m. We hope to see you there!

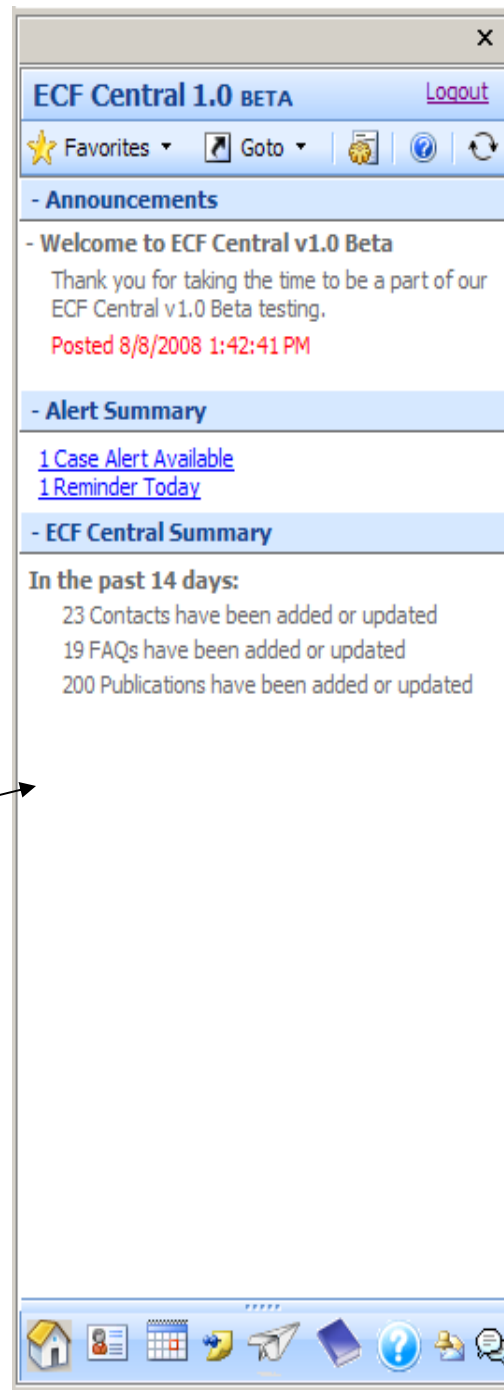
Continued on Page 10

What is... ECF CENTRAL?

ECF Central is a web-based "tool bar" designed to provide electronic filers with a comprehensive resource for utilizing the CM/ECF system. The application, developed in the Northern District of Florida, includes numerous modules created to promote accuracy and efficiency by providing internal and external users with a single compact task pane that can be displayed on demand while the user is logged in to, and actively utilizing, the CM/ECF system.



The program includes a library of local procedure manuals and instructional videos targeted for attorneys or court users. It also includes a framework for hosting dynamic applications used in many courts, such as a public court calendar, opinion search tool, Help Desk instant messenger and a portal for submitting proposed orders.



Implementation of CM/ECF has shifted the burden for creating and maintaining accurate, thorough and timely court records. Pleadings filed electronically by non-court staff become part of the official court record in an instant. The transition to CM/ECF has required federal courts to shift their focus to performing quality control, correcting errors, editing case records, training and providing more of a customer service and support function.

ECF Central was developed in response to the need to provide support and reduce the number of user errors which threaten the integrity of court records. It was designed to act as an extension of CM/ECF by providing the user with access to procedures and tutorials while working in CM/ECF. To promote regular use of ECF Central, the program also includes components which users have grown to rely upon to perform routine functions in a law firm setting.

Beta testing with select attorneys is scheduled to begin at the end of August and continue for a few months before the product is offered to all of our ECF users. For more information or to volunteer for testing, please contact Kevin Davis (Kevin_Davis@flnb.uscourts.gov) or Luke Adams (Luke_Adams@flnb.uscourts.gov).



BAR ASSOCIATION NEWS

BY JASON EGAN, PRESIDENT



The 2008 Northern District of Florida Bankruptcy Bar Association annual seminar, scheduled for Friday, September 19, is quickly approaching! We have many events scheduled for Thursday, September 18th, as well, including the Second Annual golf outing. Ed Rude, Esq., has been organizing the golf event, and the plan is to register up to four foursomes to play the Links course in Sandestin starting at 1:00 p.m. on Thursday. For more information or if you are interested in playing, please contact Ed Rude at 850-222-2311 or email at edrudelaw@aol.com.

At 5:00 p.m. on Thursday the 18th, the Clerk's Office will hold an informal question and answer session in the Dolphin Room of the Hilton Hotel and at 6:00 p.m. we will have our cocktail reception on the "wood deck west," weather permitting. In the event of inclement weather, the reception will be moved inside to the Dolphin Room. In addition to premium cocktails and beverages, this year's reception will have grouper fingers, sugar baked, bone-in country ham, spicy chicken and jalapeno jack cheese quesadillas, seasonal fresh fruit, imported and domestic cheeses and chocolate covered strawberries for your enjoyment.

I have been advised that the block of rooms reserved at the Hilton is sold out. We are on a wait list for additional rooms if cancellations from other groups are received. In the interim, I have obtained the names and telephone numbers in close proximity to the Hilton Sandestin that you may wish to consider for your stay in Destin.

Our final agenda for this year's event is available on the Clerk's website or feel free to contact me and I can email or mail you a copy.

On behalf of the board of the Northern District of Florida Bankruptcy Bar Association, I look forward to seeing everyone and enjoying the events planned for both Thursday and Friday. See you there!



IN THE SPOTLIGHT



MARTIE KANTOR—30 YEARS

Judicial Assistant (JA) to Judge Killian



Martie began working for the Bankruptcy Court in September, 1978, as the JA to Judge N. Sanders Sauls performing not only JA duties, but also managing all cases filed in the Pensacola Division, scheduling all court hearings (which were handwritten into a calendar diary at that time!) and acting as the courtroom deputy. As Judge Sauls left the bench and Judge Killian came on, both the office and the caseload began to grow and her duties shifted to strictly JA duties, as they still are today.

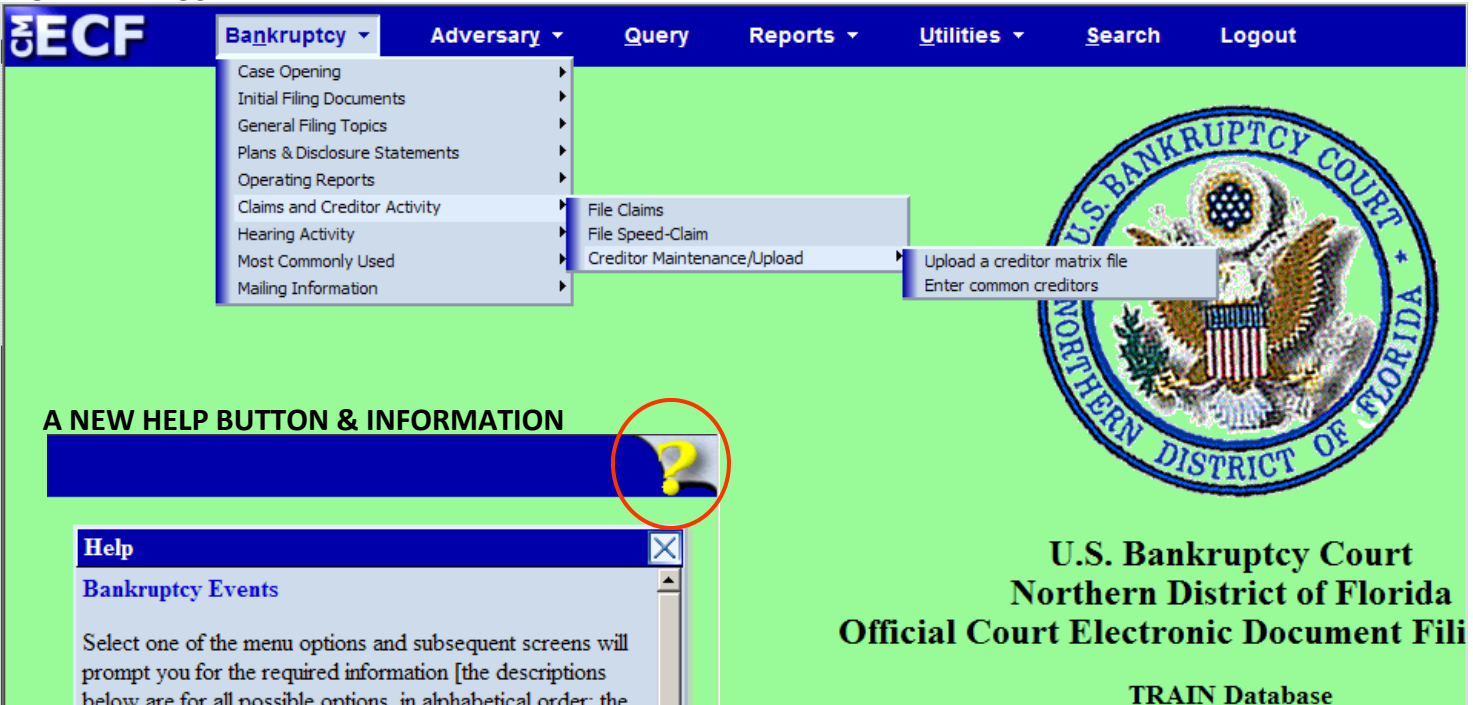
Before coming to the Court, Martie worked for the Florida Department of Commerce and the Office of the Governor. She also served in the U.S. Army Reserve for six years. Martie has been an active member of the Association of Bankruptcy Judicial Assistants (ABJA) since 1999, having served in many capacities since that time. She is currently serving on the Conference and CLE committees and is the editor of the ABJA's quarterly newsletter, *Behind the Bench*.

"Things have certainly changed in the last 30 years from the way it was when I first started. Technology has not only helped to get information out quicker, but also to streamline how we do things. The biggest drawback to technology is the loss of personal contact that we used to have with the legal community and I miss that. I feel like I have been blessed with one of the greatest jobs in the world because I enjoy what I do and I get to work with such a wonderful group of people. At a time when I could be retiring, I'm not ready to leave and I hope to be able to stay until they kick me out the door."

INTRODUCING VERSION 3.2

Take a look at some of the new features!

HOVER MENUS...



**U.S. Bankruptcy Court
Northern District of Florida
Official Court Electronic Document Filing System**

TRAIN Database

A NEW HELP BUTTON & INFORMATION

Help

Bankruptcy Events

Select one of the menu options and subsequent screens will prompt you for the required information [the descriptions below are for all possible options, in alphabetical order; the menu you see may not have all the options, and may be arranged differently].

Answer/Response	File an answer, response, or reply to an existing motion/application in an existing bankruptcy case.
Appeal	File an appeal to an existing case.
Auditor's Reports	For EOUST auditors only.
Batch Filings	File different documents to different (unrelated) cases at the same time. (See also Multi-Case Docketing).
Case Upload	Open a case by uploading data files.

NEW
HYPERLINKS

Assigned to:
Chapter 7
Voluntary
No asset
[Show Associated Cases](#)

PDF HEADERS

Case 08-40028 Doc 2 Filed 07/03/08 Page 1 of 1

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF FLORIDA
TALLAHASSEE DIVISION

IN RE:

Debtor Name
Joint Debtor, if applicable

Case No.
Chapter

TITLE OF MOTION

Introducing Version 3.2 (continued):**KEYWORD EVENT SEARCHES**

... during the docketing process:

[08-40001 Joe Schmo](#)

Type: bk

Chapter: 7 v

Office: 4 (Tallahassee)

Assets: n

Case Flag: PayStub, DebtEd

reaf

Click your selection, or use arrows to highlight it and press Enter.

Available Events (click to select events)

[Certification of Reaffirmation Agreement](#)
[Reaffirmation - Amended](#)
[Reaffirmation Agreement](#)
[Reaffirmation Disclosure Statement](#)
[Recision of Reaffirmation Agreement](#)
[Statement in Support of Reaffirmation Agreement](#)

Next

Clear

Selected Events (click to remove events)

... from the menu bar:



ECF Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ **Search** Logout ?

Search results for 'reaf'
8 events found

Bankruptcy Events → Most Commonly Used

- [Reaffirmation - Amended](#)
- [Reaffirmation Agreement](#)

Bankruptcy Events → Other Miscellaneous Documents

- [Reaffirmation - Amended](#)
- [Reaffirmation Agreement](#)
- [Reaffirmation Disclosure Statement](#)
- [Certification of Reaffirmation Agreement](#)
- [Recision of Reaffirmation Agreement](#)
- [Statement in Support of Reaffirmation Agreement](#)

Search Menus and Events

reaf

Electronic filing will be
unavailable
August 30 - 31, 2008
for the installation of
CM/ECF Version 3.2



SORRY!
Temporarily
OUT OF SERVICE

INTERIM RULES TO BECOME FINAL DECEMBER 1

The Interim Rules implementing the Bankruptcy Abuse Prevention and Consumer Protection Act (BAPCPA) of 2005 will become final December 1, 2008. Please make a note of this date to ensure that Rule references in your pleadings filed after that date are correct.

CM/ECF 3.2 **DEMONSTRATIONS**

Panama City - Thursday, August 28

Pensacola - Friday, August 29

*Both demonstrations to be conducted
after court.*

*For more information, please contact
Kevin Davis at 850.435.8473 or*

NEW NATIONAL FILLABLE FORM AVAILABLE ONLINE

The **TRANSFER OF CLAIM OTHER THAN FOR SECURITY** form, Official Form 210a, is now available on our website as a fillable form.

Additional local and national fillable forms are available on our website at www.flnb.uscourts.gov or you may access PDF versions of all national forms available on the website of the U.S. Courts at http://www.uscourts.gov/bkforms/bankruptcy_forms.html#official.



We have a document on our website titled "[Guidelines & Requirements to Assist Pro Se Debtors](#)" which covers a myriad of topics and might be useful to have around as a quick reference, or you may provide it to your clients in order to give them a little more information! A short list of some of the items covered are:

- Credit Counseling & Exhibit D
- Means Test Form information
- Financial Management Course requirements
- Filing Fees
- Appropriate courtroom attire & conduct
- Retaining bankruptcy records
- Credit reports

Additionally, this guide contains lists of items required for filing chapters 7 and 13 (11 and 12 to be added soon!) and guidelines for submitting a creditor matrix in the format preferred by our court.





If you are an Internet Explorer Version 6 (IE6) user, we strongly recommend that you upgrade your browser to Version 7 (IE7) to ensure optimum performance with CM/ECF Version 3.2.

If you have questions or issues concerning CM/ECF Version 3.2, please contact Kevin Davis at 850-435-8473 or email Kevin_Davis@flnb.uscourts.gov.

FOURTH AMENDED STANDING ORDER NO. 9 - ATTORNEY FEES IN CHAPTER 13 -

On July 27, 2008, Judge Killian signed the Fourth Amended Standing Order No. 9 increasing attorney fees to \$3000.00 in “routine” cases filed under Chapter 13. Please see the order posted on our website at http://www.flnb.uscourts.gov/court_info/standing_orders.aspx for more information and an explanation of “routine” cases.

TIPS & TRICKS: Amended Schedules

When filing Amended Schedules, please refer to **Local Rule 1009-1**, “Amendments to Lists and Amended Schedules” for guidance. Additionally, when submitting a matrix of new creditors, only the new creditors should be listed. We do not need the entire list of creditors submitted each time (1007-1(C)). Local Rules are posted on our website at www.flnb.uscourts.gov.

The Clerk’s Corner (*Continued*)

- **Additional access to US Trustee related information and links**

Requests were received to provide additional places where the link entitled “Means Test & Trustee Info” could be found along with a more substantive contact listing for the U.S. Trustee staff in Tallahassee. In response, the “Means Test and Trustee Info” link can now be found in three places on our site: the *Court and Local News* section on the main page, in the right hand resources column on the *For Our Attys* page, and in the left hand column on the *Trustee Info* page. On the staff listing, Charles Edwards provided us with a more detailed contact sheet and it is now posted on the *Trustee Info* page.

These are just a few of the updates, changes, or revisions that we have completed as a result of my visits. Others are still being researched and we hope to finish up our work on them in the coming months.

Thanks to all who made the time for me to stop by for what I believe is a mutually beneficial process. It was really nice to see everyone and I look forward to seeing you again next year.

FLNB RESOURCES

Rev. 5/08

Tallahassee and Gainesville Divisions (Tallahassee).....850-521-5001 or 866-639-4615
Proposed Orders.....TLH_orders@flnb.uscourts.gov

Cases Ending In:

00-20 Lisa Davis - Lisa_Davis@flnb.uscourts.gov (850-521-5022)
 21-60 Latonia Isom - Latonia_Isom@flnb.uscourts.gov (850-521-5012)
 61-99 Claire Bikowitz - Claire_Bikowitz@flnb.uscourts.gov (850-521-5016)

Pensacola and Panama City Divisions (Pensacola)..... 866-639-4615
Proposed Orders.....PNS_orders@flnb.uscourts.gov

Cases Ending In:

00-30 Marsha Mirra - Marsha_Mirra@flnb.uscourts.gov (850-435-8478)
 31-65 Ann Kennington - Ann_Kennington@flnb.uscourts.gov (850-435-8480)
 66-99 Monica Broussard - Monica_Broussard@flnb.uscourts.gov (850-435-8432)

*The Clerk's Office phones are answered from 9:00 a.m. until 4:00 p.m.,
 eastern time, Monday through Friday, except federal holidays.
 Please feel free to call or email the Case Administrators with your questions.*

HELP DESK:

CMECF_helpdesk@flnb.uscourts.gov
888-765-1752

New Case Filings by Month 2006—2008